

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF LABOR STANDARDS ENFORCEMENT
455 Golden Gate Avenue, 9th Floor
San Francisco, CA 94102
Tel: (415) 703-4848 Fax: (415) 703-4808

MAILING ADDRESS:
P. O. Box 420603
San Francisco, CA 94142-0603



GARMENT REGISTRATION REQUIREMENTS
FOR RENEWAL APPLICANTS

The items listed below must be sent to the above P.O. Box address;

- 1) Completed application form DLSE 810 (Rev. 03/02). "Application for Registration Garment Manufacturing Industry." Application must be completed in ink.
- 2) Your registration fees will be based on the schedule of fees displayed at the end of the application form. Fees shall be paid by **certified check, cashier's check, or money order** and must be enclosed with your application.
- 3) If you apply for registration as a manufacturer (Item 8a of the application), you must complete the "Manufacturer's Certification" located on page 4 of the application.
- 4) Attach most recently file Employment Development Department (EDD) DE 6 Quarterly Report.
- 5) Enclose a valid workers' compensation insurance certificate. A valid certificate:
 - a) Must show full name of individual, all partners (if partnership), name of limited liability company, or corporation, whichever is applicable;
 - b) Must show correct business name (dba: doing business as, if applicable);
 - c) Must contain the complete and correct address of main office and all branches (if any); and,
 - d) Must identify the certificate holder as:

Division of Labor Standards Enforcement
Licensing and Registration Unit
P.O. Box 420603
San Francisco, CA 94142

***Important: We will not accept copies of an application for insurance, policy declaration, information page, annual rating endorsement, or payroll report. Only the actual certificate or readable copy will be accepted.**

- 6) You must submit a completed Internal Revenue Service (IRS) form 8821 to the IRS Compliance Verification Group. The form 8821, instructions for completing the form are included in this package. The address to IRS is:

INTERNAL REVENUE SERVICES
MAIL STOP 4707
1973 RULON WHITE BLVD.
OGDEN, UT 84401

- 7) If you intend to contract with a leasing company, that leasing company must have a current certificate of registration in the California Garment Industry, and you must also submit the following:
 - a) A copy of the signed contract between you and the leasing company.
 - b) A current workers' compensation insurance certificate that is provided to you by the leasing company.